

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8459-5200 local 212
Email: dotncr.bac@tourism.gov.ph

Date: August 30, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE										
		DOT-NCR BRANDING THROUGH PROMOTIONAL WEAR (CORPORATE, FILIPINIANA, SPORTS JACKET AND SHIRTS)											
		I. BACKGROUND AND PROJECT DESCRIPTION											
		<p>Metro Manila as the country's international gateway, is one of the world's most densely populated city and continues to grow at an exponential pace. It serves as the headquarters to one of the fastest growing economies in the world (10th in 2017, according to the World Bank). Metro Manila has long served as a hub connecting regional, colonial and global economies and has significantly played a role in the development of tourism in the country. In the midst of all these, is the Department of Tourism – National Capital Region which continuously plays a critical role in impressing tourists and investors alike.</p> <p>Given the national and international significance the DOT-NCR holds in the realm of business tourism in the country and region, there is a need to provide appropriate apparel branding for its officers and staff. A good strong professional image is crucial as business uniforms are the perfect way to achieve an executive and professional look. Well-thought out staff promotional wear reinforces the brand strategy and place of DOT-NCR in the tourism industry.</p>											
		II. OBJECTIVES											
		<p>To provide a symbolic promotional material for employees to wear and substantially promote and use as the National Capital Region's branding.</p> <p>To provide different branding apparel styles depending on use and level of engagement/influence for DOT-NCR Officials and staff.</p>											
		III. PROJECT COMPONENT AND ACTIVITIES											
		<p>The branding project will focus on sustainable promotional mobile materials such as the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Type</th> <th style="width: 10%;">Quantity</th> <th style="width: 30%;">Materials</th> <th style="width: 20%;">Recipient</th> <th style="width: 25%;">Remarks</th> </tr> </thead> <tbody> <tr> <td>Corporate Jacket & Pants</td> <td style="text-align: center;">21</td> <td> Sustainable materials: Recycled Polyester (Recycled PET Bottles, Repurposed Fabrics), Recycled Tarpaulin, Natural Fibers Designed and made in the PH Color: Black Front Print: DOT-NCR, upper left, 4x7 cm, embroidered Back print: DOT logo (upper center), 7cm diameter, embroidered </td> <td> Regional Director, Division Chiefs, Unit Heads, Accountant, Tourism Officers (Supervising, Senior, TOO II and I) 1.RD Sharlene Batin 2.Catherine Agustin 3.Ging Paje 4.Ivann Agote </td> <td>Customized/ based on employee size</td> </tr> </tbody> </table>	Type	Quantity	Materials	Recipient	Remarks	Corporate Jacket & Pants	21	Sustainable materials: Recycled Polyester (Recycled PET Bottles, Repurposed Fabrics), Recycled Tarpaulin, Natural Fibers Designed and made in the PH Color: Black Front Print: DOT-NCR, upper left, 4x7 cm, embroidered Back print: DOT logo (upper center), 7cm diameter, embroidered	Regional Director, Division Chiefs, Unit Heads, Accountant, Tourism Officers (Supervising, Senior, TOO II and I) 1.RD Sharlene Batin 2.Catherine Agustin 3.Ging Paje 4.Ivann Agote	Customized/ based on employee size	
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				5. Ernie Teston 6. May Ramos 7. Fe Santos 8. Bamba Ramos 9. Ana Lucas 10. Vicky Rodrigo 11. Benjie Lopez 12. Hazel Serran 13. Lawrence Alcantara 14. Joy Ricohermozo 15. Cecille Tiantes 16. Nicole Maniti 17. Gleisa Biscocho 18. Erlie Gumpal 19. Collins Telmo 20. Elaine Villanueva 21. Lilian Maunes	
		Face Mask 46 46	Matching Face Mask for Corporate Jacket , Black with DOT NCR Logo, Sublimation Print Matching Face Mask for Filipiniana	All Employees	Sustainable materials
		Sports Jacket 65	Reversible with hood (two colors) Color: navy blue/khaki Material: waterproof, twill, breathable and polyester 2 side pockets, zipper to close Prints: DOT logo and DOT-NCR Embroidered	All DOT-NCR employees and other Regional Directors and Select DOT Top Officials	Sustainable materials
		Filipiniana 92	Filipiniana -inspired top and pants	All Employees	2 sets, sustainable materials
		Promotional Shirt 100-black 200-white 100-blue 100 red	Dri fit shirt with collar Color: white, black, blue Print: Embroidered FRONT: My Metro Manila Back: DOT logo	All Employees/ LGUS/Partners	500 pcs.

ATTACHED ARE THE DESIGNS WITH SPECIFICATIONS

IV. BUDGETARY REQUIREMENTS

V. BUDGET BREAKDOWN

ITEMS	PARTICULARS	AMOUNT
Corporate Jacket and Pants	a. Jacket: $\text{Php } 3,000 \times 21 = \text{Php } 63,000.00$ b. Pants: $\text{Php } 1,750 \times 21 \times 2 = \text{Php } 36,750.00$	$\text{Php } 63,000.00$ $\text{Php } 36,750.00$
Sports Jacket (2 colors)	$\text{Php } 2,500.00/\text{ person} \times 65 \times 2 \text{ sets} = \text{Php } 325,000.00$	$\text{Php } 325,000.00$
Face Mask	Matching Face Mask for Corporate Jacket 46 pcs X $\text{Php } 278.86$	$\text{Php } 12,827.56$
	Matching Face Mask for Filipiniana 46 pcs X $\text{Php } 278.86$	$\text{Php } 12,827.56$
Filipiniana	$\text{Php } 3,000 \times 46 \times 2 \text{ sets} = \text{Php } 276,000.00$	$\text{Php } 276,000.00$
Promotional Shirts	$\text{Php } 475.00 \times 500 = \text{Php } 237,500.00$	$\text{Php } 237,500.00$
TOTAL		$\text{Php } 963,905.12$

**APPROVED BUDGET FOR THE CONTRACT
PHP 963,905.12**

(Nine hundred sixty three thousand, nine hundred five and 12/100 only)

V. OTHER TERMS AND CONDITIONS

Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

VI. TERMS OF PAYMENT

Please send billing statement (through send bill arrangement) to the Department of Tourism – National Capital Region, 2/F The New DOT Bldg., Gil Puyat Avenue, Makati City

VII. QUALIFICATION AND REQUIREMENTS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws;
2. Must provide previous similar works with the identified items.
3. Must have previous engagement with DOT or other National Government Agency.
4. Must be PHILGEPS Platinum Registered;
5. Winning supplier must produce one actual sample of each items for evaluation and approval.
6. Winning supplier will be required to get actual measurement of the DOT-NCR Personnel.
7. Winning supplier must provide customized apparels/items based on the size of the DOT-NCR Personnel.

VIII. Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit
2. PHILGEPS Platinum Certificate
3. Latest Income/Business Tax Return
4. Notarized or Certified True Copy of Omnibus Sworn Statement

Contact Person/s:

ERNESTO S. TESTON

Head, Product and Market Development Unit, DOT-NCR
ernieteston@tourism.gov.ph
0917-8791718

COLLINS KARLA E. TELMO

TOO I
DOT NCR

		cetelmo@tourism.gov.ph 0955-903-0026	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) sets</u> – 1 original copy IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on September 09, 2022 at 10:00am	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME